

EXHIBIT 4

P.O. Writer

- The user could specify a catalog for searching and give partial specification of an item

For example, say you want to display all items in the Bayless Catalogue whose description starts with the letters "P".

Bayless Catalogue Search

CATALOGUE ID: BAYLESS]

ITEM NUMBER SEQUENCE [] OR []

ITEM DESCRIPTION SEQUENCE [] OR []

COMMODITY CODE SEQUENCE [] OR []

ONLY ONE CHOICE PERMITTED
PRESS "Enter" KEY WHEN READY

With the cursor in the CATALOGUE ID field:

- Type **BAYLESS**
- **TAB** to the ITEM DESCRIPTION FIELD - STARTING WITH
- Type **P [ENTER]**

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- After a search, user could create a requisition:

*** CREATE ORDER FROM CATALOGUE *** PAGE: 01

CATALOGUE: BAYLESS DESCRIPTION SEARCH: P

QTY.	ITEM NO.	DESCRIPTION-1	DESCRIPTION-2	U/M	COMMODITY
	89-864148	PEN-HIGHLIGHTER PINK		EA	OFFICE
	U8-KP33-BGE	PENCIL SHARPENER	W/INDICATOR LIGHT	EA	OFFICE
	03-654-YU	POST-IT 3" X 3"		EA	OFFICE

PRESS: F9 (page forward) F10 (page back) Shift-F4 (for extended description)
Ctrl-F5 (for another catalogue display)

*** LIMIT 80 ITEMS PER PG *** F7 (when you have completed selections)

SYSTEM MESSAGE:

There are 3 items in the Bayless Catalogue whose descriptions begin with the letter P. You want to order 300 pens and 5 pencil sharpeners.

Enter the quantities shown on the next screen. Use the TAB key to move down the QTY. column.

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- A user could create multiple purchase orders from a requisition:

14. Requisitioning Interface

The REQUISITIONING INTERFACE allows you to turn Purchase Requisitions into Purchase Orders quickly and easily. Requisitions can be automatically consolidated onto one Purchase Order. A Requisition can also be split, creating any number of Purchase Orders.

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